



10 Resumé Tips

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Hours:
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1. **Target your objective and resumé** to the position you're applying for, matching your qualifications to the job description.
2. **List the most relevant information first.** Employers may spend less than 30 seconds skimming a resumé!
3. **Appearance and format are initially more important than content.** If your resumé is too long or not visually appealing, the employer may not read it. Stick to one page if you are an undergrad or recent graduate.
4. **Use action phrases**, not complete sentences, to list your job duties. Do not use personal pronouns ("I", "me", "my" are never included in a resumé). List "Relevant Course Work" if you do not have relevant work experience.
5. **Use a Microsoft Word document** (but NOT the MS Word template). When sending electronically, type the cover letter in the text and attach your resumé.
6. **Use specific examples or statistics** whenever possible to demonstrate your strengths (e.g., trained 18 employees, increased sales by 10%). Think accomplishments!
7. **Pay careful attention to spelling, grammar, and punctuation.** Have others proofread; don't rely on "spell check."
8. **Include participation in clubs, associations, or community and volunteer organizations.** "Additional Activities" show how you developed interest and leadership abilities. Include awards and honors!
9. **Use key words** which will be identified by applicant tracking systems (e.g., Microsoft Word, UNIX, supervised, B.A. degree, MOUS, Windows NT, etc.).
10. **Be sure to ask your references** before listing them on your resumé. They'll be better prepared when an employer calls!

Visit Counseling Services (room U271) for assistance with resúmes, interviewing, career guidance, and occupational information.

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